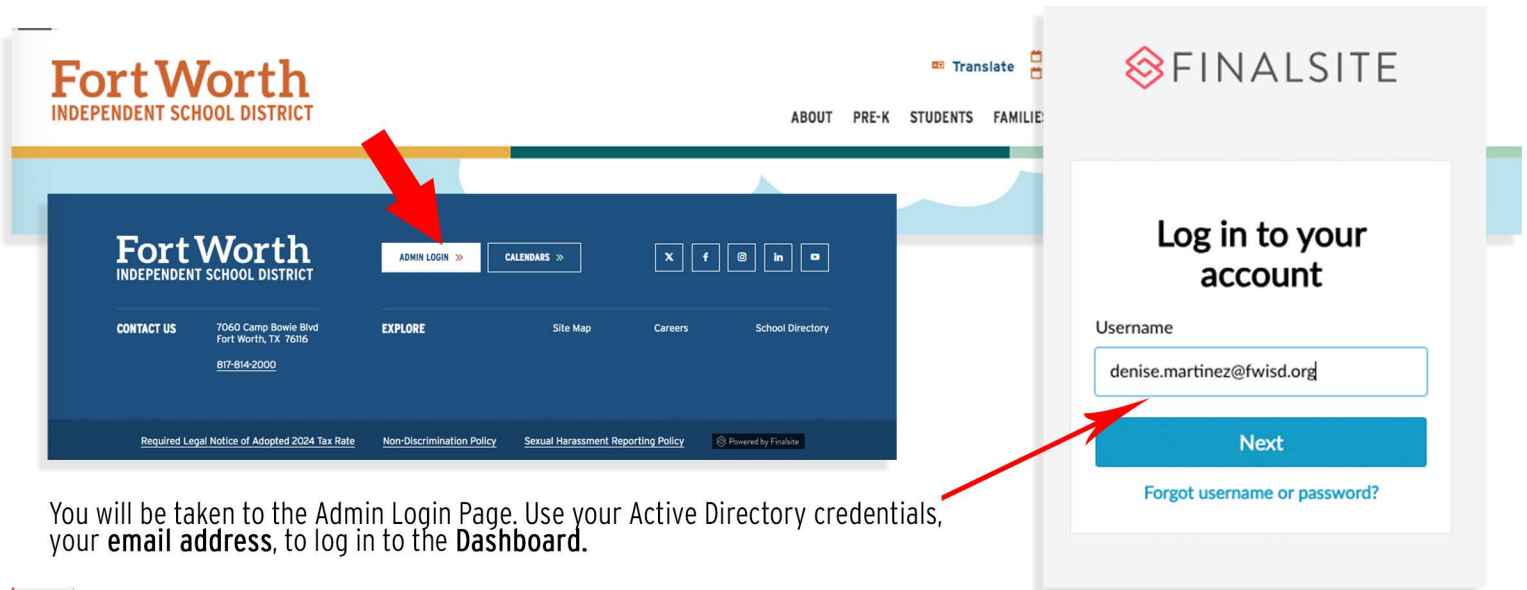


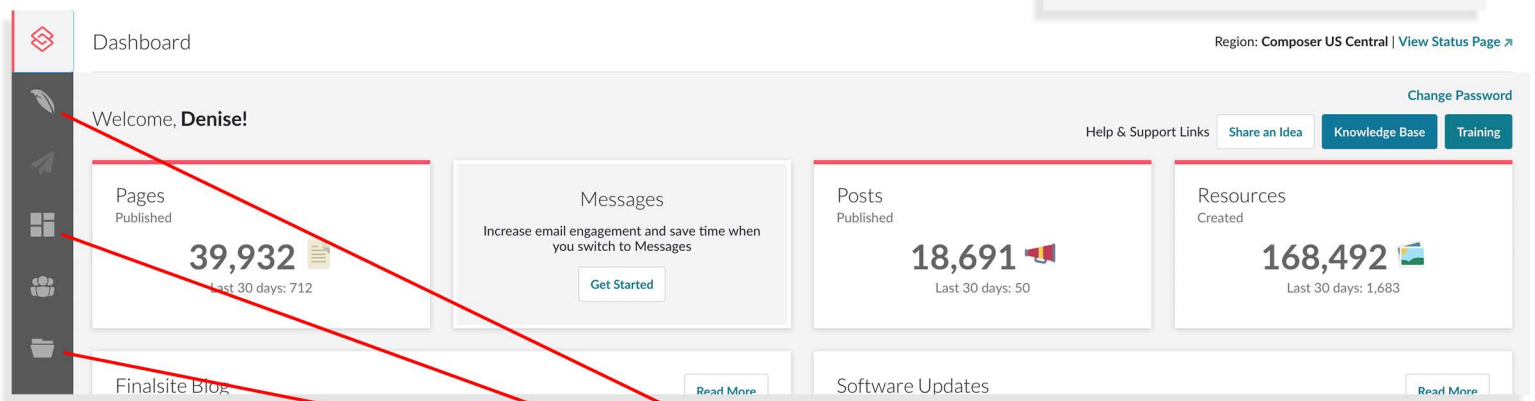
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Logging In:

Scroll to the footer at the bottom of any fwisd.org page and click the "ADMIN LOGIN" button.



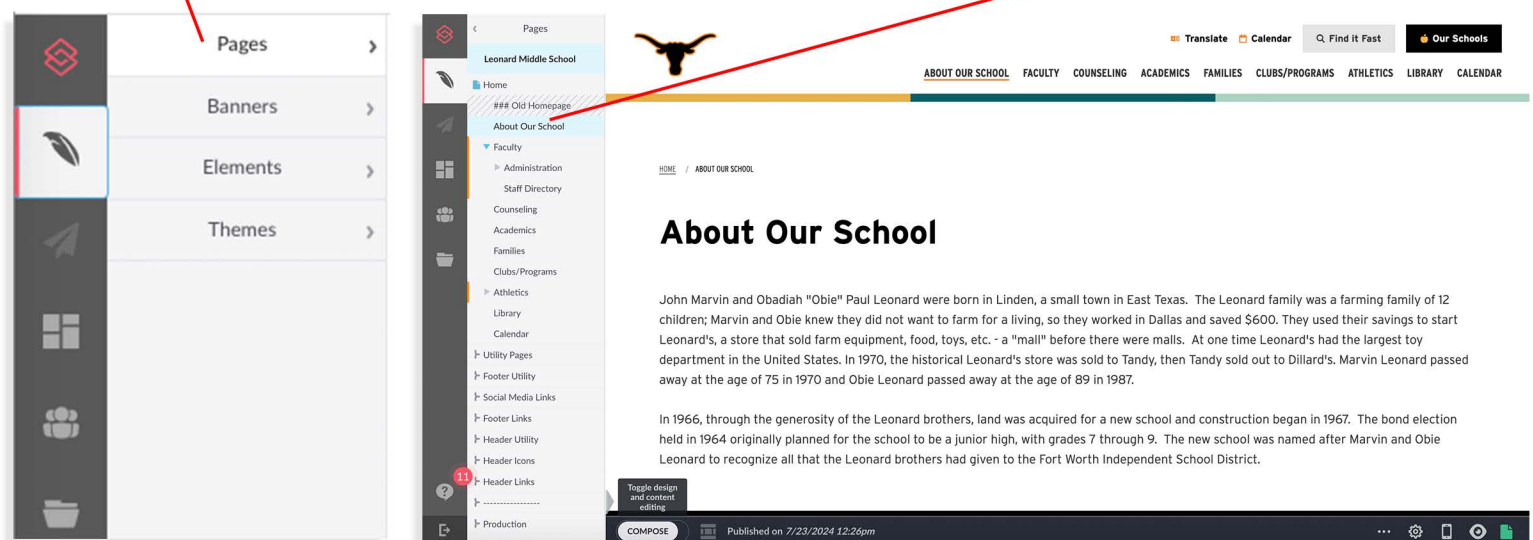
You will be taken to the Admin Login Page. Use your Active Directory credentials, your **email address**, to log in to the **Dashboard**.



From the Dashboard you can access **RESOURCES, MODULES, COMPOSER**.

Updating Pages in COMPOSER:

To update content sections like **ABOUT, SCHOOL HISTORY, or DIRECTORIES** click the feather icon to access **COMPOSER**. Click on "**PAGES**" and select your school. Once you have selected your school, click on any of the **subpages** nested under it to edit.



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Once you have selected the subpage you want to edit, Click the **"COMPOSE"** button at the bottom-left of the page. After you do, the button will turn blue and you will be able to edit the content on the page by clicking **"EDIT CONTENT"**. From here you can add/edit content, add photos, videos and hyperlinks. .

The screenshot shows the Leonard Middle School website editor. The left sidebar has a 'Pages' menu with 'About Our School' selected. The main content area shows the 'About Our School' page with an 'EDIT CONTENT' button highlighted. A red arrow points from the 'COMPOSE' button in the bottom-left corner to the 'EDIT CONTENT' button.

Posting to LATEST NEWS and UPCOMING EVENTS

On your school homepage you will notice an area titled **"Latest News"** and an area titled **"Upcoming Events"** located side by side. **"Latest News"** feeds from your **"Posts"** and **"Upcoming Events"** comes from **"Calendar"**. Both are updated in **"MODULES"**.

Latest News

The screenshot shows the 'Latest News' section with two news items: 'Leonard Spirit Week' and 'Free Adult and GED Classes'.

Upcoming Event

The screenshot shows the 'Upcoming Event' section with three events: 'Spirit Week', 'Hispanic Heritage Student Art Show', and 'Fort Worth Technology Conference'.

The screenshot shows the 'Modules' sidebar with options: Calendars, Dashboard, File Manager, Posts, Site Administration, Pages, Published, and a large '39.9' value.

Click **"Posts"** to update your news, select **"Boards"**, and then click the name of your school.

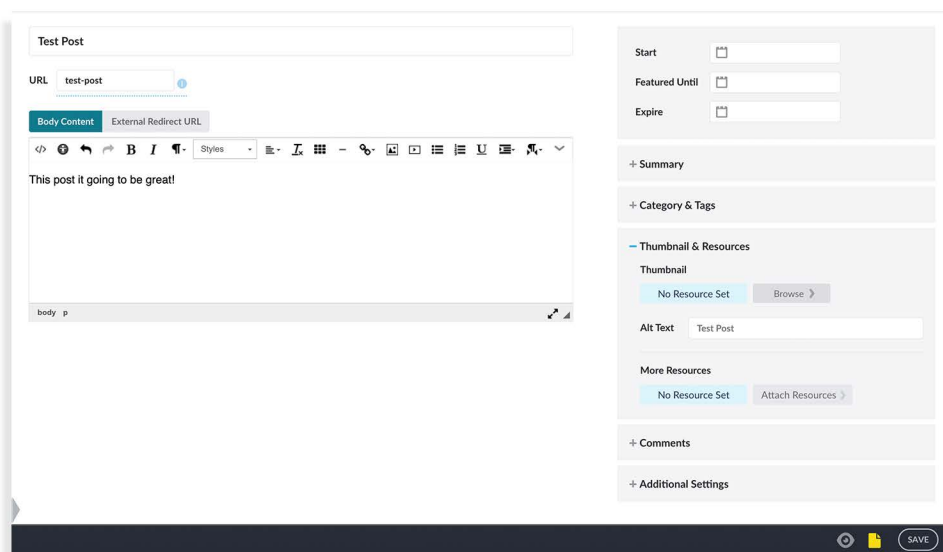
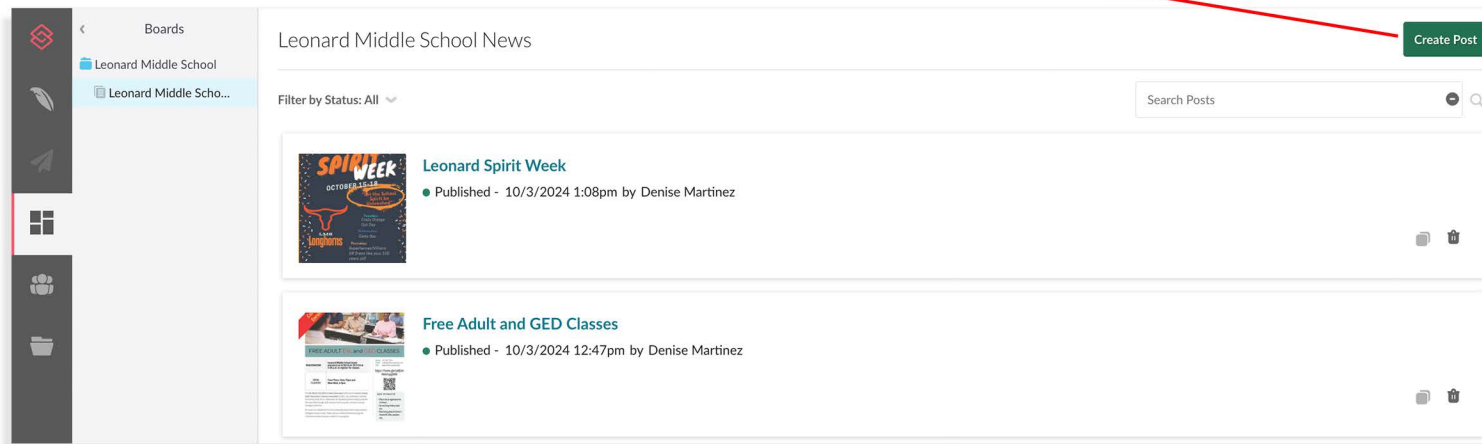


Boards



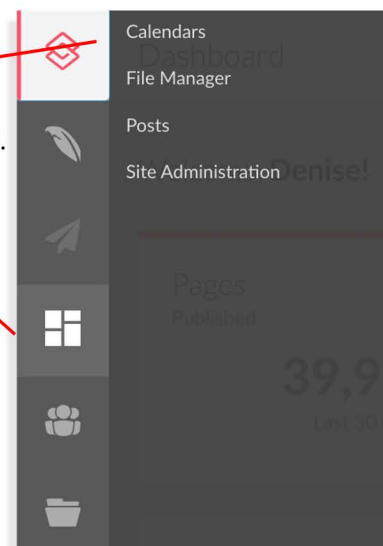
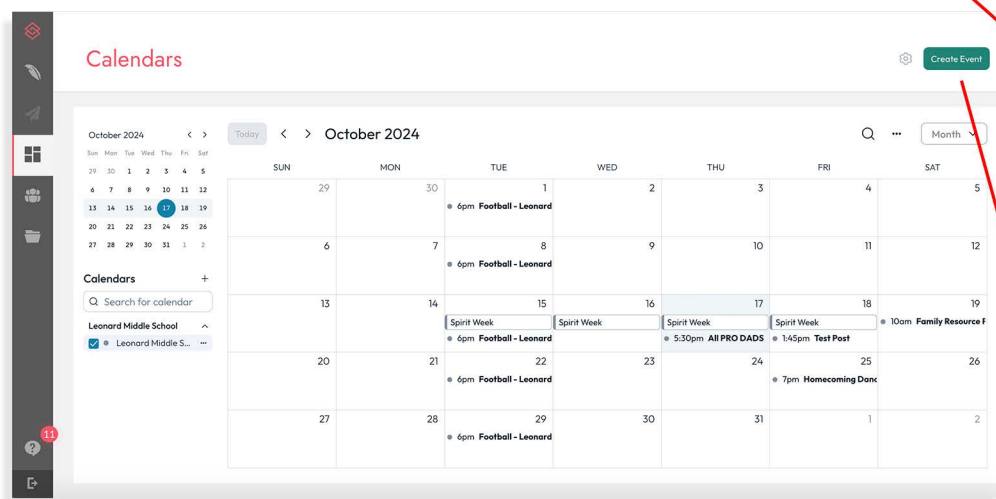
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To edit a post click the title of the entry. To create a new post, click the green “Create Post” button.



- Title your post
- Enter your content
- Add a thumbnail
- Schedule your post
- Click the “Save” Button

To populate your calendar and “Upcoming Events” select “Calendars” in the “MODULES” section.



To add an event to your calendar double click on the day or click the green “Create Event” button.

Contact:

Thomas Ketchersid
(thomas.ketchersid@fwisd.org)
Communications Coordinator
817-814-1938

- Contact Thomas Ketchersid in the Communications Department for questions, support, and to schedule one-on-one or group trainings.
- Scheduled training dates are available at www.fwisd.org/CommsTraining